Desert Christian Center Emergency Procedure Manual gives specific instruction in the event of an emergency situation should the need to evacuate, take shelter or lock-down the building become necessary.

All decisions to evacuate, take shelter within the building or lock-down the building are made by the Senior Pastor or his designee. In all emergency situations the following procedures should take place for the safety of all individuals.

Note: Should an incident occur on Desert Christian Center’s property, please complete the Incident Report Form that can be obtained in the church office (Sample on page 7). In the event of an emergency, only the Senior Pastor or his designee corresponds with the media.
1. BUILDING EVACUATION PROCEDURE:

The Evacuation Procedure should only be used for
1. Fire alarm
2. Bomb threat
3. Any other times deemed necessary by the Senior Pastor or his designee.

MAIN SANCTUARY EVACUATION:

-Designated speaker gains attention and communicates:
  - Remain calm and follow instructions.
  - Parents your children have been evacuated to dirt area at the west side of building. Look for the flag of the color on your pick up card to meet your child.
  - Everyone is to exit and proceed to the farthest south of the parking lot (Gatehouse).
  - Ushers start dismissing the building by section in a calm and orderly manner.

Head usher and ushers will assist with the evacuation of the building, sending two ushers to the nursery/walkers classroom to assist them to their designated area first, then assisting in moving all people out and away from the building to the farthest south of the parking lot (Gatehouse).

Children's Ministry and Classrooms:

Note to Leaders and Volunteers:

* Evacuation Bags and Flags are clearly labeled in designated areas of classrooms and fellowship hall.
* Follow evacuation routes located by the door in each classroom.
* Ensure everyone is out and close the door after exiting the room.

Nursery/Walkers Classrooms:
1. Place all children in car seats and evacuate with the assistance of an usher.
2. Adult volunteer takes Evacuation Bag and Flag then leads children to assigned location.
3. An adult volunteer is last to leave and closes door.
4. A volunteer holds their Flag so staff and parents can easily locate them.

Kids Church/Fellowship Hall
1. Adult volunteer lines up and counts kids.
2. Adult volunteer takes the Evacuation Bag and Flag then leads the children out of the classroom to the assigned area outside.
3. An adult volunteer is last to leave and closes door.
4. Adult volunteer gathers kids and they sit on their tarps if possible.
5. A volunteer holds their Flag so staff and parents can easily locate them.

Crossfire/Gate House
1. Adult volunteer lines up and counts kids.
2. Adult volunteer takes the Evacuation Bag and leads the children out of the classroom to the assigned area outside.
3. An adult volunteer is last to leave and closes door.
4. Adult volunteer gathers kids and keeps them in a group until parents arrive.
5. A volunteer holds their Flag so staff and parents can easily locate them.

*ALL CHILDREN DISMISSAL PROCEDURE FOR AN EVACUATION

Assigned Evacuation Areas:
1. Nursery to walkers- next to Gatehouse in open dirt area - YELLOW Flag
2. Kids Church- next to dumpsters on the west side of main building— BLUE Flag
3. Crossfire- next to Gatehouse in open dirt area— GREEN Flag

2. EVENT PROCEDURE:

If building requires evacuation, volunteers and staff at the event should follow procedure and evacuate.

Small Event:
- Less than 50 people Event Leader follows posted evacuation routes, is the last one to leave, closes the door, and exits the building.
- Event leader contacts Emergency Personnel and communicates with Emergency Personnel

Large Event:
- More than 50 people Event Leader or Usher Team Member are responsible for evacuation and accountability.
- Leader follows posted evacuation routes, is the last one to leave, closes the door, and exits the building.
- The head usher or designee, contacts Emergency Personnel and the Facilities Manager.
- They are to communicate with Emergency Personnel that arrive.

3. ASSAULT/FIGHT

1. Insure the safety of staff and congregation.
2. Call 911, if necessary.
3. Defuse situation if possible.
4. Attempt to control the scene and demand that the combatant(s) stop.
5. Clear onlookers.
6. Administer first aid, as needed, using first aid box in Coffee shop (plastic gloves are required when blood is observed).
7. Document all activities and notify police if a weapon is used, victim has physical injury causing substantial pain or impairment of physical condition or assault involving inappropriate physical or sexual contact.
4. SHOOTING

1. Call 911 and give as much detail as possible.
2. If you are outside, go inside the building as soon as possible and assist others in entering the church building. If you cannot get inside, make yourself as compact and secure as possible. If necessary, put something between yourself and the shooter. Do not gather in groups.
3. If shooting occurs inside the church, direct congregation to get down, crouching under chairs, without talking and remain there until the Senior Pastor or designee gives an “all-clear”.
4. Designee to assist congregation and staff in evacuating from immediate area, as needed, to safety.
5. Ushers should assess the situation as to the shooter’s location, any injuries, and potential for additional shooting.
6. Accompany injured until paramedics arrive.
7. Ushers refer all media to the Senior Pastor or designee. The Senior Pastor and Assistant Pastors will prepare information for release to media.

5. WEAPONS

Anyone who is aware of a weapon brought into church should:
1. Immediately notify the Senior Pastor or designee informing him/her of the name of the suspected person who brought the weapon, where it's located, whether suspect has threatened anyone, and give any other details that may prevent the suspect from hurting someone or themselves
2. Call 911 if a weapon is reasonably suspected

6. INTRUDER/TRESPASSER/HOSTAGE PROCEDURE:

In the event you encounter an individual(s) suspicious to your area:
1. Ask someone to accompany you when approaching an “intruder” (an individual who poses a threat by being rude or demonstrates disruptive or questionable activity)
2. Ask them how you can help them, direct them out of your area, and notify the Usher Team of the event. Politely greet the intruder and identify yourself. Ask, “Can I help you?” and ask him/her the purpose of his/her visit Desert Christian Center. If the person's purpose is not legitimate, ask the person to leave.
3. Accompany him/her to the exit.

If the intruder runs:
1. Get a description, notify the Usher Team. In a small event, notify the event leader and leader reports event to Usher Team.
2. Usher team leader seeks him/her out and takes command of the situation.

If the person refuses to leave:
1. Inform the person that you will call the police if he does not leave the property.
2. If the person still refuses to leave, Call 911 - giving full description of the person. 3. Walk away from the person if there is an indication of violence.
3. Be aware of the person's actions - where the person is located in building
   - Is the suspect carrying a weapon, package, or other suspicious objects?
   - Get a description of clothing, size, weight, age, etc., and call 911 if we don't know the location of the trespasser.
   - Announce over the radio that there is a trespasser along with his/her description.
   - Advise children's volunteers to close their locked doors.
   - Advise Senior Pastor or his designee and they will determine if/when we follow lock-down Procedure.
4. When situation is resolved, complete an incident report.

If you are a witness to a hostage situation:
1. Don't intervene if hostage taker is unaware of your presence.
2. Call 911 immediately, give details of situation, and ask for assistance from a hostage negotiation team.
3. Seal off area near the hostage scene.
4. Notify the Senior Pastor or designee.
5. Give control of scene to police.

If you are taken hostage:
1. Follow instructions of hostage taker.
2. Do not panic.
3. Treat the person as normally as possible. Be respectful to the person. Ask permission to speak and do not argue or make suggestions.

7. DEMONSTRATION OR DISTURBANCE

1. Notify Senior pastor or designee. Then get approval to initiate a lock-down if deemed necessary.
2. Notify police, if necessary.
3. Ensure the safety of all church members.
4. Encourage people to NOT engage with demonstrators or media.
5. Contain the unrest, sealing off area of disturbance.
7. Do not allow church members outside the church building until an "all-clear" signal is received.

8. TERRORISM, CHEMICAL OR BIOLOGICAL THREAT

1. Call 911.
2. Notify the Senior pastor or designee.
3. Evacuate the building, if necessary, (do not mention “terrorism” or “chemical or biological agent”).
4. If necessary, evacuate people to the south end of parking lot (Gatehouse).
5. Keep involved people calm until public safety officials arrive.
6. Ask people to minimize contact with surroundings designated as crime scene.
7. Ask public safety officials about whether involved persons should change clothes and other D-contamination concerns.
8. When approved and emergency is over, notify everyone and normal operations can resume.
9. SEVERE WEATHER PROCEDURE:
In the event of severe or threatening weather, those at the building will remain there and take shelter. The head usher will monitor the weather conditions and communicate to the Usher Team, the Senior Pastor and/or designee and all departments.

10. LOCK-DOWN PROCEDURE:
In cases of an emergency requiring lock-down, Senior pastor or his designee will announce over the radio or a safety team member) to help and makes communication difficult.

1. Children’s Volunteer will double count kids, figure out who is missing and notify a Staff member.
2. Staff or usher Team member will advise the usher Team leader. During a service, available Staff and Usher Team meet at the rally point/foyer or designated area.
3. A volunteer will make sure children are in a secure location or in their classroom.
4. Adult Volunteers shut the classroom door, lock doors when they are closed. No one is to leave the classroom until an Usher Team Member or Staff member unlocks the classroom door with a key and announces the lock-down is lifted.
5. Should a fire alarm be activated during a lock-down - do not evacuate until advised by Usher Team Member.

Lifting Lock-down: The Usher Team leader or his/her designee will give the all clear to the Senior Pastor or the church until lock-down is lifted.

- An Usher Team leader or designee will call 911 and notify the police of the emergency.
- Usher Team members will report to the Rally point/main foyer or designated area. All staff not having supervisory responsibilities report to the Rally point for assignments.
- All children/volunteers are to remain in classrooms with the door closed.
- Staff members check hallways and take children out of the hallways and into the nearest classroom.
- Adult Volunteers shut the classroom door, lock doors when they are closed. No one is to leave the classroom until an Usher Team Member or Staff member unlocks the classroom door with a key and announces the lock-down is lifted.

Before/In Between/After Services:
Adults and Children – All people in Halls will be directed into classrooms where a Coordinator/Adult Volunteer is present at the doorway. Coordinator/Adult Volunteer will shut the door as soon as the halls are clear and follow above procedure.

11. LOST CHILD PROCEDURE:
If a child is missing:
1. Children's Volunteer will double count kids, figure out who is missing and notify a Staff or usher Team member immediately.
2. Staff or usher Team member will advise the usher Team leader. During a service, available Staff and Usher Team meet at the rally point/foyer or designated area.
3. A volunteer will make sure children are in a secure location or in their classroom and stay there.
4. Double check your classroom/areas for child.
5. Remain calm and don't spread a rumor of missing child. Alarming people does not help and makes communication difficult.
6. Usher Team leader will send volunteers (with a radio or a safety team member) to search all areas.

7. Advise sound booth to page parent to come to classroom. If not found in any areas after a reasonable time not to exceed 15 minutes or at parent request.
8. Usher Team leader or his/her designee call 911.
9. Senior Pastor or his designee determines if a lock-down is necessary, if so then lock-down Procedure is followed. Log of Activity- done by Usher Team leader or his designee. Complete an incident report when the situation is resolved.

12. KIDNAPPING / CUSTODIAL ISSUES PROCEDURE
If an observed abduction has taken place:
1. Immediately call 911, Emergency Personnel, and notify a Safety Team Member or Staff member. Volunteer/Staff:
2. Do not place yourself or other students in harm’s way and maintain control of children.
3. Senior Pastor or his designee determines if a lock-down is necessary, if so then Lock-down Procedure is followed.
4. Parents are notified.
5. Await arrival of police.
6. When situation is resolved, complete an Incident Report.

13. CONFRONTATIONAL PERSON PROCEDURE
In the event you witness a confrontation occurring, take one of the following actions:
1. Notify a member of the Usher Team of the situation.
2. Usher Team will take charge of confrontational situations.
3. An usher Team Member will make plans to the involved parties that other people could do anything to help.
4. If assistance is requested from the church, a staff member will be contacted.
5. If others try to intervene, the Usher Team will tell them that the incident is being resolved and thank them for their concerns.
6. An Usher Team Member will call 911 if he/she determines need.

If the confrontation becomes physical between adults:
1. Direct the persons involved in the confrontation to stop. If the parties stop, separate them do not try to physically restrain them unless you fear for the safety of others or yourself.
2. Assess for possible medical needs.

If the confrontation becomes physical and the parties involved are juveniles:
1. The Usher Team leader and/or Staff makes decision whether to call 911, and contact a parent or guardian. If the confrontation continues, attempt to separate the parties involved if enough assistance is available to accomplish the task safely. Direct the parties to stop.
2. When situation is resolved, complete an incident report. If applicable, make sure a police report is filed.

Confrontation with a Weapon Involved:
If a weapon is displayed in a confrontational situation immediately call 911 to report the incident. In the event you witness a confrontation occurring, notify a member of the Staff or Usher Team. Usher Team or Staff will initiate lock-down procedure.
INCIDENT REPORT

TIME AND PLACE OF INCIDENT
Date of Incident___________________ Time_____:______ am □ pm
Where did the incident occur?___________________________________________

PERSONS INVOLVED
Name_____________________________Phone_______________Age________
Address_______________________________City________________State____
Name of parents/guardians (if minor)___________________________________
Employer_________________________________________________________
Relationship to Desert Christian Center: □ Member □ Visitor □ Volunteer
 □ Employee □ Other ________________________________
Who was responsible for the supervision at the time of the incident?__________
If the incident occurred elsewhere, what connection did it have with Desert Christian
Center's operations or activities? □ N/A □ ________________________________

SUSTAINED INJURIES?
□ No injury sustained □ Injuries sustained: ________________________________
□ Did the injured require medical attention? □ Yes □ No
Where was injured taken? (hospital/doctor): ________________________________
Does the injured party have personal medical insurance that could apply? □ Yes □ No
Name of medical insurance company: __________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

FULL DESCRIPTION OF INCIDENT
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

WITNESSES
Name_____________________________Phone_______________________________
Address_______________________________City________________State____
Name_____________________________Phone_______________________________
Address_______________________________City________________State____
Signature___________________________________Date of report:___________
Relationship to Desert Christian Center: □ Employee □ Volunteer
(Include additional information on reverse)